

Information Technology Resource Management Council (ITRMC)
Access Idaho Steering Committee

Meeting Minutes
(Approved by Committee October 30, 2003)

September 25, 2003

The Access Idaho Steering Committee monthly meeting was held on Thursday, September 25, 2003, from 1:35 to 3:00 p.m., in Conference Room 155 of the LBJ Building, Boise, Idaho.

CALL TO ORDER, WELCOME

Chairman **Bill Farnsworth**, who welcomed members and others in attendance, called the meeting to order.

ATTENDANCE

Members Present:

Bill Farnsworth, ITRMC Staff
Chuck Goodenough, Secretary of State's Office
Susan Simmons, Idaho Transportation Department
Rob Spofford, Department of Water Resources
Jeff Walker, Access Idaho
Designate – Eric Beck, Department of Labor

Absent Member(s):

Mark Little, Division of Purchasing
John McAllister, Department of Labor

Others Present:

Jon Eckerle, Department of Administration
Emily Gales, ITRMC Staff

MOTION: Simmons moved and Spofford seconded a motion to approve the August 28, 2003, Access Idaho Steering Committee Meeting Minutes, with one change, and the motion passed unanimously.

MOTION: Spofford moved and Walker seconded a motion to approve the July 24, 2003, Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

MOTION: Beck moved and Spofford seconded a motion to approve the June 26, 2003, Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

MOTION: Beck moved and Spofford seconded a motion to approve the First Amendment to Addendum B of the Division of Building Safety Service Level Agreement, and the motion passed unanimously.

REPORT FROM ACCESS IDAHO

Jeff Walker, Access Idaho, reviewed the monthly Access Idaho **General Manager's (GM) Report** (refer to handout: http://www2.state.id.us/itrmc/committees/accessidaho/gm_reports/aug03.pdf).

Walker mentioned five counties were reviewing service level agreements for online vehicle registration renewals. He then briefly touched on the work involved with setting up such an application for a county.

Walker reviewed **upcoming Access Idaho projects** with the group (refer to handout: <http://www2.state.id.us/itrmc/committees/accessidaho/m030925/projects.pdf>).

Discussion Points:

- Projects discussed further: Reducing Idaho Bureaucracy (RIB) Business Registration, Legal Notices, News Site, and Temporary Permit Updates.
- Project prioritization
- Idaho Transportation Department (ITD) debate. **Susan Simmons** of the ITD mentioned the Department of Labor requested access the ITD's Division of Motor Vehicles data. The debate was whether to allow Labor to access the data directly, which could compromise ITD's firewall. Another option being considered was to somehow allow Labor to access the data through accessidaho.org. This was talked about further.
- County website development and hosting. Chairman Farnsworth would be meeting with small Idaho counties regarding the benefits of working with Access Idaho.
- Access Idaho reporting responsibilities. Walker advised Access Idaho was only required to report to the Access Idaho Steering Committee regarding its activities.

REVIEW OF SERVICE LEVEL AGREEMENT

The Department of Administration's deputy attorney general had not yet reviewed the **Outfitters and Guides Licensing Board (OGLB) Service Level Agreement (SLA)**, said Farnsworth. Per Walker, the SLA was for OGLB license renewals, and included a standard fee schedule.

Discussion Points:

- **Fees** paid by Access Idaho. Walker reviewed credit card rates, and debit card and electronic funds transfer (EFT) fees.
- OGLB SLA fee schedule. Simmons was concerned that State agencies were being charged different fees by Access Idaho. *She requested a list of per agency/per application charges.* This issue was further considered.
- State store shopping cart logistics

MOTION: Beck moved and Spofford seconded a motion to approve the Outfitters and Guides Licensing Board SLA as presented, pending review by the Department of Administration's deputy attorney general and no agency revisions, and the motion passed unanimously.

IDAHO.GOV URL APPROVALS

At the request of Chuck Goodenough, Chairman Farnsworth had drafted a document further defining the role of the Committee with respect to '.gov' uniform resource locator (URL) approvals. (For more information, refer to handout:

<http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m030925/dot-gov.pdf> and August 28 meeting discussion: <http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m030828.htm#dot-gov>.) Farnsworth hoped the information would clarify some issues raised at the August 28 meeting of the group.

Goodenough requested a more official-looking document be drafted stating the Committee's responsibilities. Farnsworth reviewed the handout, which was intended to be a discussion document.

Farnsworth then proposed Committee members approve URL's containing existing agency abbreviations currently being used.

Discussion:

- Multiple agency abbreviations. It was proposed that agencies with more than one abbreviation be contacted to identify un-needed URL's.

MOTION: Spofford moved and Simmons seconded a motion to approve the initial 'idaho.gov' URL's, a rollover of existing 'state.id.us' domain names, and the motion passed with two abstentions.

More Discussion Points:

- Abstentions. Simmons wondered why Goodenough abstained from voting. He advised he would not vote to approve '.gov' URL's until authority was granted to do so. Per Chairman Farnsworth, this role was identified in ITRMC IT Policy 5020, .Gov Domain, which was approved on August 20, 2003 (see: <http://www2.state.id.us/itrmc/plan&policies/policies.htm#5020>, Procedure Reference).
- The **Committee's role** in the resolution of agency disputes pertaining to 'idaho.gov' URL's.
- Official document stating Committee role/responsibilities. *It was decided Chairman Farnsworth would send the handout to Committee members for input on the wording of the document.*
- ITRMC IT Policy 5020 agency requirements, and its effect on the Steering Committee
- Multiple/unused agency domain names. **Eric Beck**, Department of Labor, suggested agencies with multiple domains be given the choice of whether to keep/continue with all the domains held at that time. This topic was discussed further. *It was decided **Jon Eckerle**, Department of Administration and State Domain Name Server (DNS) Manager, would send to members a list of agencies with multiple domain names, identifying which names were and were not being used.*
- Department of Commerce request for second-level domain names. The requested list of names did not fall under the 'idaho.gov' domain structure, said Farnsworth. Consequently, the agency would have to pay for the requested names. Logistics of using these names was talked about. *Farnsworth would send the list of requested domain names to members prior to approval.* Simmons echoed Goodenough's request that an official guideline be drafted before the group approved anything else related to URL's. It was suggested the chairman of the Information Technology Resource Management Council (ITRMC) should sign this document.
 - Eric Beck wondered, if the Department of Commerce decided not to register the requested names, but the Committee had already voted in approval of its use of the names, how the Committee would handle this.
- Registration and Committee role in approval of second-level, non-'idaho.gov'-related URL's

NEW BUSINESS / ADJOURNMENT

As there was no other business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 3:00 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, October 23, 2003, from 1:30 - 3:00 p.m. in Conference Room 155 of the LBJ Building, 650 West State Street, Boise.

Respectfully submitted,

Emily Gales, ITRMC Assistant